

SECRET


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AREAS OF RESPONSIBILITY


Support Officer, BPS

25X1A

1. SPACE
 - a. Categories and Definitions
 - b. Space Utilization & Allocation
 - c. Requirements - Tabulated and Related
 - d. Cluster Relationships
 - e. Statistical Compilations and Breakdowns
 - f. Consolidation - Checkerboard Scheduling
 - g. Space Directive - Development, etc.
2. PARKING

Requirements
3. C&P TELEPHONE COORDINATION
4. SUPPORT
 - a. Space Book - Use and Requirements
 - b. General Research - Specific & Reference
 - c. Agency Leased Space
 - d. Records Development
 - e. Personnel Statistics - Records & Reports
 - f. Residence Geographic Distribution
 - g. Forms Development - Research, Design, Application
 - h. Cost Tabulations & Controls
5. CAFETERIA
 - a. Expansion or Additional One
 - b. Snack Bar Requirements
 - c. Blind Stands
6. CONSTRUCTION COST DATA
7. UTILITIES SYSTEMS 
 - a. Water Service
 - b. Electric Power
 - c. Air Conditioning & Heating (HVAC)
 - d. Steam and Hot Water
 - e. Compressed Air
 - f. Storm and Sanitary Sewers

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